

## THEFT OF PERSONAL PROPERTY QUESTIONNAIRE

THIS QUESTIONNAIRE IS DESIGNED FOR YOUR CONVENIENCE AND USE IN THE PROCESSING OF A THEFT CLAIM. IT WILL ASSIST THIS OFFICE IN CONDUCTING A THOROUGH INVESTIGATION AND REVIEW OF YOUR CLAIM AND AT THE SAME TIME SHORTEN THE PROCESSING TIME OF YOUR CLAIM. PLEASE ANSWER ALL THE QUESTIONS RELATIVE TO YOUR CLAIM CLEARLY AND TO THE BEST OF YOUR KNOWLEDGE. WHERE SPACE PROVIDED FOR YOUR ANSWER IS INSUFFICIENT, USE REMARKS SECTION. IF ANY QUESTIONS ARE NOT APPLICABLE, MARK "N/A".

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

ADDRESS \_\_\_\_\_ ORGANIZATION \_\_\_\_\_

1. Where did the theft occur? (Be specific as to the place. Give room and building number, address of quarters, etc.) \_\_\_\_\_

\_\_\_\_\_

2. Where were the articles situated at the time of the theft? (Locker, closet, dresser, etc.) \_\_\_\_\_

\_\_\_\_\_

3. What was the date and approximate time of the theft? (Give the period of time in which the theft probably occurred. For example, between the hours of 1700 and 2300.) \_\_\_\_\_

\_\_\_\_\_

4. When did you discover the theft? (Give date and time.) \_\_\_\_\_

5. To whom did you report the theft and by what means? (List all officials and/or police agencies notified.) \_\_\_\_\_

\_\_\_\_\_

6. When did you report the theft? (Give date and time.) \_\_\_\_\_

7. Did the local or security police visit the scene of the theft? \_\_\_\_\_

If yes, when? \_\_\_\_\_

8. Were pictures taken or diagrams of the scene of the theft made by you or the local security police? \_\_\_\_\_

9. Where were you at the time of the theft? \_\_\_\_\_

10. If the theft occurred at quarters, who, besides yourself, occupied the quarters on or about the date of the theft? (Roommate, guests, family, employees.) \_\_\_\_\_

11. In regard to question 10 above, where were they at the time of the theft? \_\_\_\_\_

12. How was entry gained at your quarters? \_\_\_\_\_

13. If entry was gained through the door or window, what type of locking device was installed on the door or window at the time of the theft? \_\_\_\_\_

14. Who, other than yourself, had a key to your quarters on or about the date of the theft? \_\_\_\_\_

15. Were your quarters secured at the time of the theft? \_\_\_\_\_ Were all windows and doors locked? \_\_\_\_\_ If not, why? \_\_\_\_\_

16. What action, if any, did you take to bring unknown deficiencies in the security of your quarters to the attention of proper authorities, i.e., First Sergeant, Dormitory Chief, Commander, Base Civil Engineer, etc.? \_\_\_\_\_

17. Please list below information for all items for which you will be claiming. Also indicate proof of ownership, by canceled checks, receipts, bills of sale. If none, state so.

<u>ITEM</u>	<u>MODEL</u>	<u>SERIAL NUMBER</u>	<u>PROOF OF OWNERSHIP</u>
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18. If you are unable to furnish bill of sale, receipt, canceled check, or other document to substantiate ownership, date of purchase, purchase price, etc., list names and addresses of persons who might have knowledge of these facts or have seen the item(s) in your possession. \_\_\_\_\_

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19. If a POV theft, was POV (including motorcycles and bicycles) secured at the time of theft? \_\_\_\_\_ How? \_\_\_\_\_

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20. REMARKS. Use this space to clarify your answer to any of the above questions. Also, include any additional information you consider of importance to the investigation and/or adjudication of your claim. \_\_\_\_\_

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Claimant Signature

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Date